

Parkside, Market Street, Bromsgrove  
Worcestershire B61 8DA  
Telephone: (01527) 881402  
e-mail:  
b.control@bromsaroveandredditch.gov.uk



**Question 1.**

Is this a Building Notice or Full Plan application?

Building Notice:

Full Plans:

**Question 2.**

What is the address where the work is being carried out? Please include a post code.

**Question 3.**

What building work is being done? *For example ....single storey extension, office fit-out, loft conversion etc.*

**Question 4. (applicants details)**

Name:

Address:

Postcode:

Email:

Telephone number:

**Question 5. (agents details i.e Architect or builder etc)** Please note where an agent is declared he / she shall receive correspondence on behalf of the applicant.

I am an agent acting on behalf of the owner and my contact details are:

Name:

Address:

Postcode:

Email:

Telephone number:

Question 6.

What is the building used for now?

..and after the works?

*(Certain uses of building mean we will need to consult with the Fire Brigade. These include Offices, Shops, factories etc).*

Question 7.

Plans can be passed subject to conditions. Do you consent to this? Yes:  No:

Question 8.

The Building Act 1984 allows us 5 weeks to make a decision on your application however we endeavour to do this a lot quicker provided we have all relevant information. However, we do have to ask if you would allow up to 8 weeks for a decision to be made. Yes:  No:

*(please note: we will normally ask for any further information we need or raise queries on any submitted plans etc within two weeks. If we do not receive this information within 5 or 8 weeks of the submission date we deem the plans as Rejected in line with Section 16 of the Building Act 1984).*

Question 9.

Where do you plan to take the rainwater to? *i.new soakaway of existing drainage etc.*

And the foul water? *i.e treatment plan or existing sewer etc.*

Question 10.

Do you intend to use a fully qualified electrician on the works? Yes:

*(If not please note we make an additional charge. If you do not wish to use a fully qualified electrician please call us to discuss).*

Question 11.

Are all the building works solely for the benefit of a disabled person Yes:

*(If yes, please attach copies of supporting evidence such a GP or Occupational Therapist letter).*

## Fees:

The charge made for the application depends upon what works you are planning to carry out. We offer specific quotation for many types of project and some projects have fixed fees. These fixed fees are:

### INCLUDING VAT

Garage Conversion	<b>£375.00</b> (with additional charge if a non-qualified electrician is to be used, please telephone)
Renovation of a thermal element	<b>£250.00</b> ( i.e Re-roofing or external wall insulation etc.)
Installing a steel beam in a house	<b>£225.00</b> (includes multiple beams if part of the same project)
Window replacement	<b>£225.00</b> (for up to 10 windows or doors per address)
Installing a new wood burner	<b>£440.00</b> (this also includes installing a new boiler)

**For all other projects please contact us on 01527 881402 or 01527 881350, or 01527 881353.**

**You can also email in your details or plans to [b.control@bromsgroveandredditch.gov.uk](mailto:b.control@bromsgroveandredditch.gov.uk)**

**PLEASE NOTE: Any cheques should be made payable to the Council relevant to the site address i.e**

**Bromsgrove District Council, Redditch Borough Council or Wyre Forest District Council**

We also accept telephone payments on:

Bromsgrove and Redditch Projects: 01527 881402

Wyre Forest Projects: 01562 732928

Please sign and date below. We are happy to receive forms and plans via email if you prefer to [b.control@bromsgroveandredditch.gov.uk](mailto:b.control@bromsgroveandredditch.gov.uk). We can then call you for a card payment or await a cheque.

Thank you.

### Declaration

This notice is given in relation to the building work as described, in accordance with Regulations 12(2), 13 and 14 as applicable and is accompanied by the appropriate payment. I am / the applicant is aware of the scheme of fees charges applicable to this project, and that the I / the applicant has been made aware of this and the supplementary fees charges regarding archiving old applications and withdrawal fees etc. I am aware that the site address and work description may be shared with the HSE in line with their regulatory function. Full details of any of the above are available upon request or at [www.bromsgrove.gov.uk/buildingcontrol](http://www.bromsgrove.gov.uk/buildingcontrol).

Name:

Signed:

Dated:

Please note: Building Regulations Approval is not Planning Permission. To discuss any planning requirements please contact 01527 881770. You may also need Party Wall Consent. Please visit [www.gov.uk/party-wall-etc-act-1996-guidance](http://www.gov.uk/party-wall-etc-act-1996-guidance) for more information.